



## Policy Services Guidelines

### Reporting Closing Protection Letters (CPL) (Insured Closing Letter – ICL)

**There is a charge in your state for issuing CPL's on transactions that you have closed. You should report and pay your CPL fee to Stewart Title Guaranty Company by any of the following methods:**

**The CPL can be reported electronically or manually.**

1. Electronic reporting
  - AFW users: Enter the CPL as an endorsement "E-"; override the remittance calculation to be 100% except in North Carolina
  - AIM+ users: Enter the CPL as "L-6600-"; override the remittance calculation to be 100% except in North Carolina
  - PRISM users: Enter the CPL information on a separate register; change the remittance percentage to be 100% for the CPL register except in North Carolina
  - FORMAT B users: Enter the CPL with an "E-" or "L-" followed by file number (numeric only)
  - PCRWin users: Enter the CPL with an "E-" and override the remittance calculation to be 100% except in North Carolina
2. Manual reporting – Enter the required information on a CPL register

#### **Required Information for electronic and manual reporting:**

- File Number
- CPL Number
  - E- or L- followed by the file number (numeric only)  
Example: If the file number is 123456 then the CPL number would be E-123456 or L-123456
  - AIM+ users: Select L-6600 to auto generate a serial number
- CPL effective date
- CPL fee charged to customer
- Transaction Code is 660
- For North Carolina only, enter policy liability
- CPL fee paid to Stewart Title Guaranty Company



#### CPL Fees paid to Stewart Title Guaranty

- Checks issued for CPL fees should include the description "CPL Fee" on the check stub
- Checks combining title premiums and CPL fees – provide allocation of title premiums and CPL fee on the check stub
- Send checks to:

STGC – Policy Services  
9700 Bissonnet, Suite 1500  
Mail Code: Policies 187  
Houston, TX 77036

Contact Policy Services Customer Care Center at [psccc@stewart.com](mailto:psccc@stewart.com) with any questions about reporting and making payment for CPL's.

## CPL - Closing Protection Letter - Register

(Insured Closing Letter - ICL)

Agency ID:

Agency Name: \_\_\_\_\_

The CPL transaction code is 660 for all states  
 Agency file number must be all numeric  
 County Code is required in Alabama, Illinois, Ohio and Tennessee  
 Parrish Code is required in Louisiana

Agency File #	Policy Liability (North Carolina only)	CPL Date	CPL Fee	Underwriter remittance	Transaction Code	County or Parrish Code
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